

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: Area Agency on Aging (AAA) Directors	NO.: PM 03-06 (P)
SUBJECT: Annual Instructions for Updating the Area Plan for Fiscal Year (FY) 2003-04	DATE ISSUED: April 4, 2003
	EXPIRES:
REFERENCES: PM 00-21, PM 98-12, PM 01-09, PM 02-07	SUPERSEDES: Until Superseded
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input type="checkbox"/> Other Specify: Update Requirements	
INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team	

The purpose of this Program Memorandum (PM) is to convey to the AAAs the FY 2003-04 update requirements for the 2001-2005 Four-Year Area Plan. The requirements are based upon the provisions of PM 00-21, "Reference Guide to Area Plan Process and Format." The Title III E Family Caregiver Support Program (FCSP) addendum requirements will be sent under separate cover and are **not** included in this PM. However, goals and objectives for the FCSP may be included in this Update.

For those AAAs that submit their local Strategic Plan as the Area Plan Update, the location of all update requirements must be clearly identified in the Required Area Plan Update Components Table. The documents listed on the attached Table of Contents will assist with completion of the Update. The enclosed diskette includes all attachments to this PM.

The FY 2003-04 Area Plan Update **must include** the following components:

- Checklist for Updating the Area Plan
- Transmittal Letter with appropriate signatures
- Area Plan Update Components Table (if the AAA submitted a Strategic Plan as the Update)
- Narrative description of changes to the 2001-2005 Area Plan and 2002-03 Update
- A description of new needs assessment activities **if** planned for the coming fiscal year



- New, revised, ongoing, and deleted objectives, including a reason(s) for ongoing and deleted objectives
- Title III/VII Service Unit Plan
- Title V Service Unit Plan
- Community-Based Services Programs (CBSP) Service Unit Plan
- Appendix I, and Appendix II
- All other Appendices that were amended for 2003-04

Updated Title III/VII, Title V, CBSP and all other Area Plan objectives may be submitted at any time during the year. However, an original plus two copies of the 2003-04 Area Plan Update must be submitted by **June 1, 2003** to:

California Department of Aging
ATTN: AAA-Based Team (assigned Team 1, 2, or 3)
1600 K Street
Sacramento, CA 95814

Submit only updates to the required Area Plan components. Do not send an entire new Area Plan.

Original Signed By Lynda Terry

Lynda Terry
Director

Attachments

**Area Plan Update Requirements
for Fiscal Year 2003**

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REVISED ASSURANCES FOR 2002-2005 (FOR THE 2001-2005 FOUR-YEAR AREA PLAN)

THE 2003-04 AREA PLAN UPDATE CHECKLIST

Mark the boxes next to the items completed, as applicable.

1. Instructions

- ☐ All updated information is provided on single-sided sheets.
- ☐ All updated pages are numbered and dated in a way that preserves the continuity of the 2001-2005 Four-Year Area Plan, (e.g., additions to page 12 would continue as page 12a, page 12b, page 12c, etc).
- ☐ Provide an original and two copies of the entire Area Plan Update, the Area Plan Update Checklist, and all updated material.

2. Transmittal Letter

- ☐ The Transmittal Letter signed by the AAA Director, Chair of the Advisory Council, and Chair of the Governing Board is attached (place the Transmittal Letter behind the cover page of your Area Plan Update).
- OR**
- ☐ The Transmittal Letter will be submitted by _____(date).

3. Strategic Plan

- ☐ A Strategic Plan was submitted as the Area Plan Update.
- ☐ The Strategic Plan Cross-Reference Index was completed. (See Area Plan Update Required Components Table).

4. Narrative Description of Relevant Changes

☐ The Narrative Description of Relevant Changes to the area plan is attached and includes the **page number(s)** of:

- ☐ Sections of the area plan that have been amended.
- ☐ Goals that are new, revised, or deleted.
- ☐ Objectives that are new, revised, or deleted.
- ☐ Rationale for continuing or deleting Program Development and Coordination Objectives.
- ☐ Needs assessment findings, which have influenced the AAA's planned direction, since the last area plan update.
- ☐ Needs assessment activities planned for the upcoming year.
- ☐ Discussion of other major changes, which may include but are not limited to:
 - Changes in the Planning and Service Area (PSA) or its demographics.
 - Changes in the Area Agency (include new organizational chart).
 - Changes in local resources.
 - Effects of local disasters.
- ☐ The estimated number of low-income minority older individuals residing in the PSA.
- ☐ The estimated number of older individuals residing in rural areas of the PSA.

5. Goals and Objectives

☐ A goal and/or objective is included for each of the programs or services funded by the AAA from the following sources:

____ Titles III/VII ____ Title V ____ CBSP

☐ Goals and/or objectives addressing the applicable findings in the most recent CDA onsite assessment report and AAA corrective action plan are included.



All goals and objectives comply with the requirements of the California Code of Regulations, Title 22, Article 3, §7300(c).

Goals are statements of ideal conditions that the AAA wishes to achieve through its planning efforts. Objectives are measurable statements of action to meet the goals. Objectives **must** indicate the following:

- (1) The nature of the action.
- (2) The party responsible for the action.
- (3) How the action will be accomplished.
- (4) The anticipated outcome of that action.
- (5) How the outcome of the action will be measured.
- (6) The projected dates for starting and completing the action.



All new, revised, ongoing, completed, and deleted goals and objectives are included.



New, revised, and ongoing goals & objectives correspond to the Service Unit Plan and the Appendix I Service Matrix.



If the AAA designates Title III B Program funds for Program Development and Coordination (PD&C) activities:

- 1) Objectives designated for these activities meet the criteria found in PM 00- 21 (Reference Guide for the 2001-2005 Area Plan Development),

and

- 2) Program Development and Coordination objectives are identified as (PD), (C), or (PD&C).

6. Targeted Populations



Updated objectives target services to older individuals in greatest economic and social need.



The Update includes specific objectives for providing services to low-income minority older individuals and older individuals residing in rural areas.

7. Needs Assessment Activities

- ☐ The Update includes a description of any needs assessment activities planned for the coming fiscal year.

8. Service Unit Plans

- ☐ The FY 2003-04 Title III/VII Service Unit Plan is attached and consistent with the Title III/VII Area Plan Budget (CDA 122).
- ☐ The FY 2003-04 Title V Service Unit Plan is attached and consistent with the Title V Budget (CDA 35).
- ☐ The FY 2003-04 Community-Based Services Programs (CBSP) Service Unit Plan is attached and is consistent (exactly matches) with the CBSP Budget (CDA 263), page 5, Performance Estimates.

9. Appendices

The following Appendices that require revision are attached:

- ☐ Appendix I, Service Matrix (required).
- ☐ Appendix 1A, 1B, and/or 1C (if there has been a change in direct service activities for Titles III/VII or CBSP).
- ☐ Appendix II for local public hearings (required).
- ☐ Appendix III (if there has been a change).
- ☐ Appendix IV (if there has been a change).
- ☐ Appendix V (if there has been a change in the minimum percentage of funds allocated to Title III B Priority Services).
- ☐ Appendix VI (if there has been a change).

9. Appendices, cont.



Appendix VII (if there has been a change).



Appendix VIII (if there has been a change).



Appendix IX related to Homeless Older Individuals (if there has been a change).

TRANSMITTAL LETTER

Instructions: Please submit a Transmittal Letter (with required language as shown in the sample below). Include your PSA number, official name of the appropriate governing body (Board of Directors, Governing Board, etc.), and signatures of the Chair of the Governing Board, Chair of the Advisory Council, and the AAA Director. The Transmittal Letter should be placed behind the title page of your Area Plan Update.

Please note that the language used in this transmittal letter may also be used in local resolutions required for transmittal of the Area Plan.

Please note that the language used in this transmittal letter may also be used in local resolutions required for transmittal of the Area Plan.

This FY 2003-04 Update of the 2001-2005 Area Plan for Planning and Service Area (PSA#) is hereby submitted to the California Department of Aging for approval. The (appropriate Governing Board) supports the development of community-based systems of care and recognizes the responsibility within each community to establish systems in order to address the care needs of older individuals and individuals 18 and older with disabilities, their families, and caregivers.

The Area Agency Advisory Council has had the opportunity to participate in the planning process and to review and comment on the Area Plan.

3. (Signed) _____ Date _____
Director, Area Agency on Aging

**AREA PLAN UPDATE COMPONENTS TABLE
FY 2003-04**

COMPONENT	REQUIRED	AS APPLICABLE	STRATEGIC PLAN CROSS-REFERENCE INDEX*
Area Plan Update Checklist	X		
Transmittal Letter	X		
Narrative Description of Changes	X		
New, Revised, or Continued Objectives	X		
Needs Assessment Activities		X	
Title III/VII Service Unit Plan	X		
Title V Service Unit Plan	X		
CBSP Service Unit Plan	X		
Area Plan Appendices I, II, IX	X		
Other Appendices		X	

* Completion of the Strategic Plan Cross-Reference Index Section is required only if a Strategic Plan is submitted as the Area Plan Update. The location of required Update components must be clearly identified by page, paragraph, and/or section number in the "Strategic Plan Cross Reference Index" column above.

Title III/VII Service Unit Plan: 2003-04
Third Year of the 2001-2005 Four-Year Planning Period

The Service Unit Plan utilizes National Aging Program Information System
(NAPIS) Categories

Indicate the number of **units of service** to be provided with ALL funding sources, including federal, State, USDA, program income, and local funds. Units of service are listed in PM 97-02. All the programs identified must be listed in the budget, in compliance with California Code of Regulations, Title 22, Article 3, §7300(d).

The Goals and Objectives column provides the AAA with an opportunity to relate each Title III/VII funded service/program to a goal and objective statement.

Goals and/or Objectives are required for every program/service funded by the AAA.

If a Strategic Plan is submitted as the Area Plan Update, identify the location in the Strategic Plan of the goal and objective(s) for each program.

	<u>TITLE III</u>	<u>Program</u>	<u>Goals and Objectives (Required)</u>
1.	<u>Personal Care</u> (In-Home)*	Units of Service _____ (1-Hour)	Goal # _____ Objective #s _____ Objective #s _____ Objective #s _____
2.	<u>Homemaker</u> (In-Home)*	Units of Service _____ (1-Hour)	Goal # _____ Objective #s _____ Objective #s _____ Objective #s _____
3.	<u>Chore</u> (In-Home)*	Units of Service _____ (1-Hour)	Goal # _____ Objective #s _____ Objective #s _____ Objective #s _____
4.	<u>Home Delivered Meals</u>	Units of Service _____ (1-Meal)	Goal # _____ Objective #s _____ Objective #s _____ Objective #s _____

*Indicates Title III B Priority Services

5.	<u>Adult Day Care/Health</u>	Goal # _____	
	Units of Service _____ (1-Hour)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	
6.	<u>Case Management</u> (Access)*	Goal # _____	
	Units of Service _____ (1-Hour)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	
7.	<u>Congregate Meals</u>	Goal # _____	
	Units of Service _____ (1-Meal)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	
8.	<u>Nutrition Counseling</u>	Goal # _____	
	Units of Service _____ (1-Hour)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	
9.	<u>Assisted Transportation</u> (Access)*	Goal # _____	
	Units of Service _____ (1-One-Way Trip)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	
10.	<u>Transportation</u> (Access)*	Goal # _____	
	Units of Service _____ (1-One Way Trip)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	
11.	<u>Legal Assistance</u> *	Goal # _____	
	Units of Service _____ (1-Hour)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	
12.	<u>Nutrition Education</u>	Goal # _____	
	Units of Service _____ (1-Session)	Objective #s _____	
		Objective #s _____	
		Objective #s _____	

*Indicates Title III B Priority Services

13.	<u>Information and Assistance (Access)*</u>	Goal # _____	
		Objective #s	_____
	Units of Service _____ (1-Contact)	Objective #s	_____
		Objective #s	_____

14.	<u>Outreach (Access)*</u>	Goal # _____	
		Objective #s	_____
	Units of Service _____ (1-Contact)	Objective #s	_____
		Objective #s	_____

15.	"Other"		
	<u>Title III Services</u> (Specify services not reported under NAPIS categories 1 - 14)		

<u>Disease Prevention</u> _____	Goal # _____	
	Objective #s	_____
	Objective #s	_____
	Objective #s	_____

<u>Medication Management</u> _____	Goal # _____	
	Objective #s	_____
	Objective #s	_____
	Objective #s	_____

_____	Goal # _____	
	Objective #s	_____
	Objective #s	_____
	Objective #s	_____

_____	Goal # _____	
	Objective #s	_____
	Objective #s	_____
	Objective #s	_____

_____	Goal # _____	
	Objective #s	_____
	Objective #s	_____
	Objective #s	_____

*Indicates Title III B Priority Services

Ombudsman Services (Title VII A)

Goal # _____
Objective #s _____
Objective #s _____
Objective #s _____

Total number of cases to be closed _____

Training for Ombudsman staff and volunteers

Number of sessions _____

Number of hours _____

Total number of trainees _____

Resident visitation (other than in response to complaints)

Number of SNFs to visit _____

Number of RCFEs to visit _____

Elder Abuse Prevention (Title VII B)

Goal # _____
Objective #s _____
Objective #s _____
Objective #s _____

Units of Service _____

TITLE V Service Unit Plan: 2003-04
Third Year of the 2001-2005 Four-Year Planning Period

The Goals and Objectives column relates the Title V funded service/program to an Area Plan goal and objective statement. A goal and/or objective is required for each AAA that receives Title V Program funds. Details regarding enrollee slots and funding are found in the Title V Planning Estimate.

If a Strategic Plan is submitted as the Area Plan Update, identify the location in the Strategic Plan of the goal and objective(s) for each program.

<u>Program Title</u>	<u>Goal and Objective (Required)</u>
1. <u>SCSEP</u>	Goal # _____
	Objective #s _____
# of Slots _____	Objective #s _____

The minimum requirements for the program are to serve 140 percent of authorized slots and to transition 25 percent of authorized slots into unsubsidized employment. Sample goals might relate to how many enrollees will be served or will be transitioned into unsubsidized employment over the minimum. Listed below are sample objectives.

Sample objectives:

- Recruit, orient, and place 10 new enrollees in the program by June 30, 2004.
- 25 percent of newly enrolled Title V participants will attend job search workshops through the One-Stop Career Centers by December 31, 2003.
- Develop a system to track unsubsidized placement of individuals by SCSEP, but not enrolled in the Program by December 31, 2003.
- Establish five new light industrial host sites to expand and enhance vocational opportunities for enrollees by June 30, 2004.
- Implement an approved Memorandum of Understanding (MOU) between all One-Stop Career Centers and the AAA by June 30, 2004.
- Implement an approved MOU between the Local Workforce Investment Board and the AAA by June 30, 2004.

Community-Based Services Programs (CBSP) Service Unit Plan: 2003-04
Third Year of the 2001-2005 Four-Year Planning Period

The Goals and Objectives column relates each CBSP funded service/program to an Area Plan goal and objective statement. A goal and/or objective is required for each CBSP program funded. Detailed service units are found in the Community-Based Services Programs Budget (CDA 263), on page 5, Performance Estimates.

If a Strategic Plan is submitted as the Area Plan Update, identify the location in the Strategic Plan of the goal and objective(s) for each program.

<u>Program Title</u>	<u>Goals and Objectives (Required)</u>
Alzheimer's Day Care Resource Center (ADCRC)	Goal #: _____ Objective #s: _____ Objective #s: _____ Objective #s: _____ 1. Caregiver Support Sessions: _____ 2. In-service Training Sessions: _____ 3. On-site Training Sessions: _____
Brown Bag Program	Goal #: _____ Objective #s: _____ Objective #s: _____ Objective #s: _____ 1. Unduplicated Persons Served: _____ 2. Pounds of Food Distributed: _____ 3. Volunteers: _____ 4. Volunteer Hours: _____ 5. Distribution Sites: _____
Respite Program	Goal #: _____ Objective #s: _____ Objective #s: _____ Objective #s: _____
Respite Registry	1. Unduplicated Clients: _____ 2. Successful Matches: _____

Non-Linkages Respite Purchase of Service

1. Families Served (Unduplicated): _____
2. Respite Hours Provided: _____

Linkages Respite Purchase of Service

1. Families Served (Unduplicated): _____
2. Respite Hours Provided: _____

Linkages

Goal #: _____
Objective #s: _____
Objective #s: _____
Objective #s: _____

1. Annual Number of Unduplicated Clients Served: _____
2. Active Monthly Caseload: _____

Foster Grandparent Program

Goal #: _____
Objective #s: _____
Objective #s: _____
Objective #s: _____

1. Volunteer Service Years (VSY): _____
2. Volunteer Hours: _____
3. Senior Volunteers: _____
4. Children Served: _____

Senior Companion Program

Goal #: _____
Objective #s: _____
Objective #s: _____
Objective #s: _____

1. Volunteer Service Years (VSY): _____
 2. Volunteer Hours: _____
 3. Senior Volunteers: _____
 4. Seniors Served: _____
-

**Health Insurance
Counseling and Advocacy
Program (HICAP)**

Goal #: _____
Objective #s: _____
Objective #s: _____
Objective #s: _____

1. Community Presentations: _____
2. Attendees at Presentations: _____
3. Persons Counseled: _____
4. Registered Counselors for the Year: _____
5. Registered Long-Term Counselors: _____
6. Number of Community Educators: _____
7. Active Monthly Registered Counselors: _____

**HICAP Legal (if providing)
Representation Services**

Goal #: _____
Objective #s: _____
Objective #s: _____
Objective #s: _____

1. Clients Served: _____
 2. Hours: _____
-

APPENDIX I
2003-04 Update to the 2001-2005 Area Plan
AAA Services Matrix

PSA_____

FY_____

Instructions:

1. Indicate under the appropriate column on the Service Matrix each OAA and CBSP program/service the AAA provides by entering "C" if contracted, a "D" if a direct service, and "C/D" if both.
2. The "Other" column is used to identify funds from other sources, e.g., local government agencies, private funding, and grants.
3. If a Title III/VIII or CBSP program has been checked as a direct service, complete Appendix IA, IB, and/or IC.
4. Optional: The "Funding Amount" column may be used to indicate all funds from any source used to provide the program/service.

OAA Programs	Funding Sources (Enter "C," "D," or "C/D")							Funding Amount (Optional)
	III B	III C	III D	V	VII	State	Other	
Adult Day Care/Health								
Alzheimer's Day Care (ADCRC)								
Assisted Transportation								
Case Management								
Chore								
Community Services/Senior Center Management								
Consumer								
Congregate Meals								
Disease Prevention								
Elder Abuse Prevention								

OAA Programs	Funding Sources							Funding Amount (Optional)
	III B	III C	III D	V	VII	State	Other	
Employment								
Health								
Home Delivered Meals								
Homemaker								
Home Repair								
Housing								
Information & Assistance								
In-Home Respite								
Legal Assistance								
Medication Management								
Mental Health								
Minor Home Modification								
Nutrition Counseling								
Nutrition Education								
Ombudsman								
Outreach								
Personal Care								

OAA Programs	Funding Sources							Funding Amount (Optional)
	III B	III C	III D	V	VII	State	Other	
Program Development & Coordination								
Security/Crime								
Senior Center Renovation/ Acquisition								
Transportation								
Visiting								

Community-Based Services Programs	Funding Sources							Funding Amount (Optional)
	III B	III C	III D	V	VII	CBSP	Other	
ADCRC								
Brown Bag								
Foster Grandparent								
HICAP								
Linkages								
Respite Purchase of Service								
Respite Registry								
Senior Companion								

APPENDIX IA

NOTICE OF INTENT FOR AREA AGENCY ON AGING TO PROVIDE SPECIFIED OLDER AMERICANS ACT SERVICES

CDA has determined that provision of the specific Title III and Title VII services listed below is considered to be part of the function of an AAA. (California Code of Regulations, Article 3, §7320.)

On the basis of completion of Appendix IA, the AAA will receive authorization to provide these services for the years checked below.

Check all applicable Services

- ☐ Title III B
Information and Assistance ___FY 2001-02 ___FY 02-03 ___FY 03-04 ___FY 04-05
(formerly Information and Referral)
- ☐ Title III B
Case Management ___FY 2001-02 ___FY 02-03 ___FY 03-04 ___FY 04-05
- ☐ Title III B
Program Development ___FY 2001-02 ___FY 02-03 ___FY 03-04 ___FY 04-05
and Coordination
- ☐ Title III D
Disease Prevention ___FY 2001-02 ___FY 02-03 ___FY 03-04 ___FY 04-05
and Health Promotion
- ☐ Title VII
Prevention of Elder Abuse, ___FY 2001-02 ___FY 02-03 ___FY 03-04 ___FY 04-05
Neglect, and Exploitation

- Describe below the methods that will be used to assure that target populations will be served throughout the PSA. (Attach additional documentation, as needed.)

Service: _____

- ☐ Necessary to Assure an Adequate Supply of Services

☒ Comparable Quality is More Economical if Provided by the AAA

- | FY 2001-02 | FY 2002-03 | FY 2003-04 | FY 2004-05 |
|------------|------------|------------|------------|
|------------|------------|------------|------------|

- [illegible]

APPENDIX IC

COMMUNITY-BASED SERVICES PROGRAMS (CBSP) REQUEST FOR APPROVAL TO PROVIDE DIRECT SERVICES Welfare and Institutions Code, §9533 (f)

For each CBSP checked as a direct service on Appendix I, prior approval must be obtained from the CDA in accordance with PM 98-12(P).

Complete a separate Appendix IC for each CBSP for which the AAA is requesting direct service approval.

Service: _____

- Basis of Request for Direct Service:

☐ Necessary to Assure an Adequate Supply of Services

OR

☐ Comparable Quality is More Economical if Provided by the AAA

- Check each applicable Fiscal Year:

___ FY 2001-02 ___ FY 2002-03 ___ FY 2003-04 ___ FY 2004-05

- Summarize below the process followed and the facts that support this request. Also list the documentation available and add an asterisk next to the items that are attached.

APPENDIX II

PUBLIC HEARINGS
Conducted for the 2003-2004 Planning Period
California Code of Regulations, Title 22, Article 3, §7302(a)(10) and §7308

- Place an asterisk beside the hearing(s) where the Area Plan was presented in a language other than English and/or a translator was used.
- Indicate any hearing held at a long-term care facility by entering (LTC) after the appropriate location.

<u>Location</u>	<u>Date</u>	<u>Number Attending</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Discuss outreach efforts used in seeking input from institutionalized, homebound, and/or disabled older individuals.

2. Were proposed expenditures for Program Development and Coordination discussed at the hearing?

_____ Yes

_____ No

_____ Not Applicable

3. Summarize the comments received concerning proposed expenditures for Program Development and Coordination, if applicable.

(continued)

Public Hearings (Appendix II, continued)

4. Were all interested parties notified of the public hearing and provided the opportunity to testify regarding the establishment of minimum percentages for adequate proportion in the PSA?

_____ Yes

_____ No

_____ Not Applicable

5. Summarize the comments received concerning the establishment of minimum percentages for adequate proportion.

6. Summarize other major issues discussed or raised at the public hearings.

7. List major changes in the Area Plan resulting from input by attendees at the hearings.

APPENDIX III

GOVERNING BOARD

California Code of Regulations, Article 3, §7302(a)(11)

Number of Members on the Board: _____

Names/Titles of Officers

Term Expires

Names/Titles of all other Board Members

Term Expires

APPENDIX IV

ADVISORY COUNCIL
Code of Federal Regulations 42 CFR §1321.57
California Code of Regulations, Article 3, § 7302(a)(12)

Attach a copy of the current Advisory Council Membership that includes:

- **Names/Titles of Officers and Date Term Expires**
- **Names/Titles of other Advisory Council Members and Date Term Expires**
Indicate which member(s) represent each of the "Other Representation" categories listed below.

Total Council Membership (including vacancies)

Number of Council Members 60+

Race/Ethnic Composition

White
Hispanic
Black
Asian/Pacific Islander
Native American/Alaskan Native
Other

% of PSA's
60+Population

% on Advisory
Council

Other Representation

Low Income Representative
Disabled Representative
Supportive Services Provider Representative
Health Care Provider Representative
Veteran Health Care Provider Representative
Local Elected Officials
Individuals with Leadership Experience in
the Private And Voluntary Sectors

Yes

No

- Explain any "No" answer.
- Briefly describe the process designated by the local governing board to appoint Advisory Council members. (Attach additional paper, as needed.)

APPENDIX V

ADEQUATE PROPORTION PERCENTAGES for Access, In-Home Services, and Legal Assistance

The California Code of Regulations, Article 3, §7312, requires that the Area Agency on Aging allocate a percentage of federal funds to provide Access, In-Home Services, and Legal Assistance in the Planning and Service Area. The annual minimum allocation is determined by the Area Agency through the planning process.

This appendix is not required if the minimum percentages of applicable Title III B funds* previously approved in the 2001-2005 Area Plan will not change in FY 2003-04.

<u>Category of Service</u>	<u>Percentage of Title III B Funds To Be Expended in FY 2003-04</u>
Access: (Case Management, Assisted Transportation, Transportation, Information and Assistance, and Outreach)	_____ %
In-Home Services: (Personal Care, Homemaker, and Chore)	_____ %
Legal Assistance:	_____ %

Attach a copy of the Schedule of Supportive Services (page 6) from your CDA 180 Closeout document for **2001-02** to provide details about the amount of funds expended for Access, In-Home Services, and Legal Assistance.

*Minimum percentages of applicable funds are calculated on the annual Title III B baseline allocation, minus Title III B administration, and minus Ombudsman.

(continued)

Changes in Adequate Proportion for 2003-04 (Appendix V, continued)

If the percentage to be expended for Access, In-Home Services, or Legal Assistance is less than the percentage currently approved by the California Department of Aging, the Area Agency on Aging shall provide the following information (use additional paper if necessary):

1. Demonstrate that services being provided for each applicable category are sufficient to meet the need for the service within the PSA.
2. Provide documentation that prior notification of the Area Plan public hearing(s) was provided to all interested parties in the PSA and that the notification indicated that: a change was proposed; the proposed change would be discussed at the hearing; and all interested parties would be given an opportunity to testify regarding the change.
3. Submit a record (e.g., a transcript of that portion of the public hearing(s) in which adequate proportion is discussed) documenting that the proposed change in funding for this category of service was discussed at Area Plan public hearings.

APPENDIX VI

COMMUNITY FOCAL POINTS LIST **California Code of Regulations, Article 3, §7302(a)(14)**

Provide an updated list of designated community focal points and their addresses. This information should match the National Aging Program Information System (NAPIS) SPR 106.

APPENDIX VII

TITLE III-B MULTIPURPOSE SENIOR CENTER (MPSC) ACQUISITION AND CONSTRUCTION* COMPLIANCE REVIEW California Code of Regulations, Title 22, Article 3, §7302(a)(15)

(This has a 20-year tracking requirement.)

PSA # _____

- [] No, Title III B funds have not been used for MPSC Acquisition or Construction.
[] Yes, Title III B funds have been used for MPSC Acquisition or Construction.

If yes, complete the chart below.

Title III Grantee and/or Senior Center	Type Acq/Const	III B Funds Awarded	% of Total Cost	Recapture Period MM/DD/YY		Compliance Verification
				Begin	Ends	
Name: Address:						
Name: Address:						
Name: Address:						
Name: Address:						
Name: Address:						

*Acquisition is defined as obtaining ownership of an existing facility (in fee simple or by lease for 10 years or more) for use as an MPSC.

Construction is defined as building a new facility, including the costs of land acquisition, architectural and engineering fees, or making modifications to, or in connection with an existing facility, which more than doubles the square footage of that original facility and all physical improvements.

APPENDIX VIII

CORPORATE ELDERCARE

- Is the AAA currently involved in corporate eldercare?

_____No

_____Yes

If yes, please describe your activities.

- Is the AAA planning to become involved in corporate eldercare?

_____No

_____Yes

If yes, please describe your activities.

APPENDIX IX

HOMELESS OLDER INDIVIDUALS

Purpose: The Governor has requested that state agencies incorporate homelessness prevention as an integral part of the mission within each department. The California Department of Aging will focus on homeless older individuals. The information requested in this Appendix will assist the Department in identifying the federal, State, and local programs available to California's aging homeless population and the role of the AAA in this effort.

Definition of Homeless: A person without a fixed residence, who is dependent on shelters, empty buildings, benches, old automobiles, or a friend's couch, for a place to sleep.

- Is the AAA aware of local programs that assist older homeless individuals? If yes, please describe each program, and include services that link housing assistance with other critical services.
- Is the AAA involved with efforts to target older homeless individuals? If yes, please describe.
- Describe barriers the AAA has encountered in locating and assisting the older homeless.
- Please identify by title and/or number the goals and objectives in the Area Plan Update that relate to services that assist the older homeless individuals.

